

**Council on Technology Services  
Privacy, Security & Access Work Group**

**August 1, 2000**

**Present:** Mike O'Neil, DSS; Jim Adams, DIT; John Breeden, LVA; Scott Fairholm, E-Government Implementation; Rick Fowler, DSS; Sally Fehn, DIT; Dan Galloway, SCC; Bernie Hill, DOC; Shirley Payne, UVA; Darlene Quackenbush, JMU; Murray Rosenberg, DTP; Glenn Thacker, Tax

**Absent:** Kevin Ferlazzo, DJJ; Carrie Gillotte, GMU; Virgil Kopf, DGIF; John Krallman, VT; John Palese, DSS; Peggy Maupin, DGS; Murali Rao, VDOT; Andy Poarch, DIT; Ed Slate, DMV; Ernie Steidle, DRS; Teresa Thomas, APA; Jim Womack, DSIA

The August 1, 2000 COT's, Privacy, Security & Access (PSA) Work Group meeting was held at the University of Virginia. Minutes from the meeting held July 11, 2000 were approved as presented.

Mike expressed appreciation to Shirley for hosting the August meeting in the Rotunda on the University of Virginia campus. Mike also welcomed two new members: Darlene Quackenbush from James Madison University and Sally Fehn from the Department of Technology.

**EO65—Work Team Leaders Reports:**

- **Privacy:** John Breeden presented his draft document and agreed to turn it into an outline and distribute to members by August 15.
- **Security:** Mike and Dan presented for John Krallman his draft document, which John will be ask to turn into a PowerPoint presentation for the COVITS Cyber Security symposium in September.
- **Access:** Mike presented "Promoting Accessibility is Providing Alternatives" draft brochure for Ernie Steidle.

The three team leaders were commended for their fine work; it was obvious that a great deal of research was necessary. The three documents need to be in near final form at the September 5 meeting in order to be ready for COVITS September 27-28.

**Announcements:**

- COVITS—the COTS committee is sponsoring the booth where the work group will have a Privacy, Security and Access display.
- COTS Executive Committee is going to bi-monthly meetings.
- Members serving on other SoTech work groups: Shirley Payne-Communications Work Group; Sally Fehn-Digital Signature Work Group, and; Dan Galloway-Electronic Procurement.
- Scott announced he is developing CMM (Capability Maturity Model), which has 5 levels and

tiers of development: digital documents, digital services, digital certificates, digital government, and digital dominion.

**Reaching E-Government:** The group discussed next projects. Decision was to pursue:

- Security Guides: Develop a series of "typical agency scenarios" for information technology architectures and then provide a set of security guidelines for each scenario. Example: Small agency, one server, some databases, no Internet connection.
- Audit Guides: Use of COBIT (Control Objectives for Information and related Technology), published by the Information Systems Audit and Control Association (ISACA™), a recognized global leader in IT governance, control and assurance. Partner with State Internal Auditors to develop methods to publish and share resources.

**Next scheduled PSA Meeting:** Tuesday, September 5, 2000, 1-3 p.m., DMV Richmond HQ, Room 702, 2300 West Broad Street